

MINUTES
STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES
BOARD MEETING
Friday, August 21, 2009

The regular meeting of the State Board for Community and Junior Colleges (SBCJC) met at 9:00 a.m. at the offices of the State Board for Community and Junior Colleges, 3825 Ridgewood Road, Room 507, of the Education and Research Center in Jackson, Mississippi, on Friday, August 21, 2009.

Members present: Mr. George Walker, Mr. Bubba Hudspeth, Mr. Ed Perry, Mrs. Patricia Dickens, Mr. Bobby Steinriede, Mr. Max Huey and Mr. Bruce Martin. Members not present: *Mr. Napoleon Moore and Mr. Chip Crane.*

SBCJC Staff in attendance: Dr. Eric Clark, Mrs. Deborah Gilbert, Dr. Debra West, Dr. Fiona Qualls, Dr. Larry Day, Mr. Ray Smith, Mrs. Mitzy Johnson, Mr. Kell Smith, and Mrs. Missy Saxton.

Guests in attendance: Mr. Chuck Rubisoff, Office of the Attorney General; Dr. Willis Lott, MS Gulf Coast Community College; Dr. Reggie Sykes, Institutions of Higher Learning (IHL); Dr. Steve Vacik, East Mississippi Community College; Mr. Gary Gammill, East Mississippi Community College, Dr. Melanie Sanders, East Mississippi Community College, and Dr. Eddie Smith, SBCJC appointee to the MS Public Broadcasting Board.

CALL TO ORDER

Chairman George Walker called the meeting to order at 9:00 a.m. and provided the meeting notice for the September 18, 2009, SBCJC Board Meeting. The State Board for Community & Junior Colleges Committee-of-the-Whole meeting will be held September 17, 2009 at Huntington's Grille in Jackson, Mississippi at 6:00 p.m. The meeting will reconvene in the Hilton Hotel Jacksonian Room at 7:30 p.m. The Board Meeting will be held on September 18, 2009, at 9:00 a.m. in Room 507 of the Education & Research Building, 3825 Ridgewood Road, Jackson, Mississippi.

PRELIMINARIES

Chairman Walker asked Mrs. Patricia Dickens to give the Invocation.

Approval of July 10, 2009 Meeting Minutes

In a motion made by Mr. Max Huey and seconded by Mrs. Patricia Dickens, the SBCJC Board **voted unanimously** to approve the minutes of the July 10, 2009, SBCJC Board Meeting.

Approval of Agenda

In a motion made by Mr. Bubba Hudspeth and seconded by Mr. Max Huey, the SBCJC Board **voted unanimously** for approval of the day's agenda.

REPORTS/ACTION

Executive Director's Report

Dr. Clark began by welcoming all Board Members to the meeting and introducing Mr. Jason Carter. Mr. Carter has been employed with the SBCJC for several years and has accepted the

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new position of Accountant in the Finance Division. He will be reporting to Mrs. Gilbert. Mr. Carter was welcomed by the Board Members.

The LBO hearing will be Wednesday, September 23, 2009, at 1:30 p.m. Dr. Clark invites all Board Members to be in attendance.

The SBCJC headquarters building is supported by two million dollars in the 2009 Bond Bill. The Department of Finance and Administration requested proposals for architectural firms and nine were received. Those have been reviewed by the internal SBCJC headquarters building committee members. DFA asked the SBCJC committee members for a shortened list of three to five firms. The five have been selected and are Eley, Guild, Hardy, Dean and Dean, the McCarty Group, Foil-Wyatt, and JH&H. All are located in Jackson with the exception of the McCarty Group, which is located in Tupelo. Also, Dr. Clark continues to solicit help from our Mississippi Congressional Delegation. He is trying to have personal conversations with each member and asked Board Members to try and do the same.

Dr. Clark reminded the Board Members of President Obama's recent introduction of a Community College Support bill of \$12 billion over ten years. \$2.5 billion is suggested for community college facilities.

The Graduation Rate Task Force was created in House Bill 488 during the 2009 Mississippi Legislative Session. The first meeting was in July and the task force will have meetings monthly. A report will be generated in December for submission to the Legislature in January 2010. Mrs. Dickens will represent Chairman Walker. Drs. Willis Lott and Scott Elliott will represent the community colleges.

Dr. Clark has been involved in several projects since the July board meeting. On July 28, he, Mrs. Deborah Gilbert, and Ms. Debbie Borgman met with representatives of the Government Accounting Office (GAO) regarding ARRA funding and our accountability measures that are in place.

At the end of July, representatives from the Women in Higher Education-Mississippi Network met with Dr. Clark to state their mission. The SBCJC is joining their organization.

The Complete Count Census committee met August 5th. This committee was formed to help make sure that citizens are included and counted in the census next year. Accurate counting of citizens will help provide the appropriate amount of money for federal funding to MS. Dr. Clark is the chairman of the Complete Count Census Education Committee.

Mr. Glenn McCullough, former mayor of Tupelo, met with Dr. Clark to discuss a new organization Advance Mississippi, which deals with energy policies. This organization seeks to make sure our state is active in requesting our needs in terms of electricity. Dr. Clark suggested that Mr. McCullough contact Dr. Lott and request a meeting with the MACJC.

A meeting was held with the Governor's office regarding the Longitudinal Data System. Mr. Ray Smith, Ms. Mitzy Johnson, and Dr. Debra West attended this meeting with Dr. Clark. This system will track students from kindergarten through college.

Dr. Clark spoke to the Clarksdale Rotary Club on August 18. There was a great turnout of Coahoma Community College employees.

The current enrollment audit process requires computer system upgrades. Dr. Qualls has been on the road travelling to enrollment audits and has several innovative suggestions to improve the audit process. This is an on-going issue.

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Mr. Kell Smith provided a brief report on a new initiative established by the MS Department of Insurance, State Fire Marshal's office. September is Campus Fire Safety Month. Information is being provided to college campuses in the hope that campus fire preventative measures will be taken by faculty and students.

Dr. Clark reported there is discussion in the Capitol about possible budget cuts, due to tax revenues being down in July. The 2010 SBCJC appropriation was increased, which puts the agency and the colleges in a better position should cuts take place.

Dr. Clark presented Exhibit A1, the approval request to the Board for the re-appointment of Ms. Renee Moore to the Commission on Teacher and Administrator Education, Certification and Licensure and Development. She is an instructor at MS Delta Community College and is highly recommended by Dr. Larry Bailey.

In a motion made by Mr. Bobby Steinriede and seconded by Mrs. Patricia Dickens, the SBCJC Board **voted unanimously** to approve the re-appointment of Ms. Renee Moore to the Commission on Teacher and Administrator Education, Certification and Licensure and Development.

Dr. Clark reported that a resolution has been prepared for former SBCJC Board Member Brenda Yonge, for her service to the Board. He read the resolution, Exhibit A4, and suggested the Board adopt it.

In a motion made by Mr. Max Huey and seconded by Mrs. Patricia Dickens, the SBCJC Board **voted unanimously** to adopt the resolution commending Mrs. Brenda Yonge for her years of service to the SBCJC.

A color photograph of the Board Members will be sent to Mrs. Yonge, along with the signed resolution in a nice frame.

Dr. Eddie Smith, President Emeritus of East Central Community College and SBCJC appointee to the Mississippi Public Broadcasting Board, presented a report of the activities of the MPB over the last several months, as well as the MPB Executive Summary report. This is included as Exhibit A2.

Mr. Kell Smith presented Exhibit A3, the approval request for updating the SBCJC Policy and Procedures Manual, specifically the Risk Management Policy, which had Dr. Olan Ray as the Executive Director. Also, the organizational chart provided in the SBCJC manual is dated March 2007. He is requesting approval to update this information and make it current.

In a motion made by Mrs. Patricia Dickens and seconded by Mr. Max Huey, the SBCJC Board **voted unanimously** to approve the updating of the SBCJC Policy and Procedures manual, reflecting Dr. Eric Clark as the Executive Director and providing a current agency organizational chart.

Mr. Chuck Rubisoff noted he had distributed proposed changes to Rule 1.3 of the SBCJC Policy and Procedures manual on Thursday evening. The Administrative Procedures Act (APA) requires agencies to file a "notice of proposed rule adoption" at least 25 days before the adoption of a rule. Once finally adopted, the rule will become effective 30 days after filing with the SOS.

At the September meeting, the SBCJC should consider a motion to approve a notice of proposed rule adoption regarding the amendment of Rule 1.3 and direct the staff to file same in accordance with the APA. At the October meeting, the SBCJC will consider any comments that may be filed during the notice period and will consider a motion to approve the amendment to Rule 1.3 and direct the staff to file the amended rule in accordance with the APA. The rule will then be

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effective 30 days after filing with the SOS.

Mr. Rubisoff also reported that the second ten-year anniversary of the entry into the Ed-Net contract is approaching. He is not suggesting any action, but wanted the Board to be aware that the date for providing notice of nonrenewal without cause will occur next week. If the Board had any inclination to not renew, this would be the time to proceed with the non-renewal action. He concluded his report.

MACJC Report

Dr. Willis Lott, Chairman of the MACJC, greeted the SBCJC Board Members and Staff. He reported that fall enrollment numbers are expected to be up ten percent from this time last year. This stretches resources, meaning more must be done with less. There has been mention of potential budget cuts, due to July tax revenues being down. DFA reports they are watching the August revenues closely and cuts may come in September. The positive side to this is the earlier we know about cuts, the better we can offer solutions. The athletic programs are starting up this fall with soccer matches and football games. He hopes that SBCJC Board Members and staff will utilize athletic passes and attend community college games. The Strategic Plan is still in development and a work day for Strategic Planning is scheduled for next week. There is a state statute the presidents want to discuss regarding the requirements of Dual Enrollment. They are restrictive and Dr. Lott feels high school students will be denied the opportunity to begin their college career early.

Dr. Lott reported that MS Gulf Coast Community College enrollment is back above where it was pre-Hurricane Katrina.

Career & Technical Education Report

Dr. Debra West presented the Career and Technical Education reports and requests.

She recognized Mr. Gary Gammill of East MS CC. He has been recognized by the Mississippi Manufacturer's Association with their 2009 Outstanding Vocational Educator Award. This is the first time in several years that a postsecondary instructor has received this prestigious award.

The SBCJC Board recognized Mr. Gammill for his award and congratulated him.

Dr. West presented Exhibit B1 as the approval request for a New Program at Hinds Community College for an Associates of Applied Science Degree in Air Traffic Control Technology. If approved, this type of program will be unique to Mississippi.

In a motion made by Mr. Max Huey and seconded by Mrs. Patricia Dickens, the SBCJC Board **voted unanimously** to approve the New Program request from Hinds Community College for an Associates of Applied Science Degree in Air Traffic Control Technology.

Exhibit B2 is the request for a New Program at Copiah-Lincoln Community College, establishing an Associates of Applied Science in Accounting Technology.

In a motion by Mr. Bobby Steinriede and seconded by Mrs. Patricia Dickens, the SBCJC Board **voted unanimously** to approve the New Program at Copiah-Lincoln Community College, establishing an Associates of Applied Science in Accounting Technology.

Workforce Report

Dr. West presented Exhibit C1, the Workforce Annual Report, which is shared with the State Workforce Investment Board (SWIB) every year. The Board Members commended her on an

excellent report.

Mr. Hudspeth asked about the status of the Jones County Junior College prison workforce program. Dr. West and Dr. Clark provided some answers and promised a full report in September.

Dr. West provided the standard workforce report, Exhibit C2. There is not a lot of activity in this fund right now because there is not a lot of money in the account, but the colleges are utilizing the funds they do have. The WET Fund report shows where we are to-date in regard to transfers.

Dr. West presented Exhibit C3, the approval request for the FY 2010 Workforce Education Policies. These policies were submitted for APA review in June.

In a motion made by Mr. Bubba Hudspeth and seconded by Mr. Max Huey, the SBCJC Board **voted unanimously** to approve the FY 2010 Workforce Education Policies.

Grants and Related Activities Report

Dr. West presented Exhibit D1, the report for Grants currently being administered by personnel at the SBCJC. She reported the Project Access grant expires in September and that group is working hard to conclude final expenditures. Exhibit D2 reports the number of Career Readiness Certificates (CRC) issued to date.

Chairman Walker recessed the meeting at 10:30 and reconvened at 10:40.

College Outreach Report

Dr. Larry Day greeted the board members and presented Exhibit E1, the Bi-Monthly Capital Improvement Projects which includes the SBCJC headquarters building. There is no action required. He provided a handout, Exhibit E2, that lists the number of county agricultural high schools established from 1909 until 1919 in Mississippi.

Dr. Day presented a report on the history of Copiah-Lincoln CC, Wesson Campus which included a map of Copiah County, Exhibit E3. He concluded his report.

Academic Affairs Report

Dr. Fiona Qualls provided the report for the Academic Affairs Division. She distributed season athletic passes to all Board Members and encouraged them to take advantage of attending athletic events. She reported that five of the MACJC football teams are nationally ranked in pre-season polls. MS Gulf Coast CC is ranked 2nd in the nation, followed by EMCC-6th, PRCC-11th, JCJC-14th and NWCC-19th.

The Monitoring Division is nearly finished with the enrollment audits for the Spring 2009 semester. It is Dr. Qualls' hope to begin the Summer 2009 enrollment audits by mid-September. The Workforce Monitoring cycle for 2009 projects began with a visit to Jones County Junior College. All colleges will be reviewed.

The Adult Basic Education (ABE) division has had two major events recently. The annual director's retreat has been held, as well as the annual new teacher's academy, which trained and certified 45 new teachers.

The E-Learning division has been extremely busy. They are reaching new records with on-line class enrollment. The Director of E-Learning, Christian Pruett, has received his Doctorate degree from Mississippi State University. Mr. Terry Pollard has become a Black Board Certified Trainer.

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There are only 450 trainers worldwide. The MSVCC training academy for instructors has been a big success thus far.

Dr. Qualls reported the nursing program at Coahoma Community College has done tremendous work in improving their program. Earlier in the year, the program did not pass 10 of 13 criteria. A recent review passed the CCC nursing program on nine of those 10 criteria. The new Director of Nursing at CCC is Dr. Martha Catlette, formerly of IHL.

In addition to having a new Commissioner at IHL, Dr. Lynn House, Assistant Commissioner of Academic & Student Affairs, has accepted a position within the Louisiana higher education system. The interim Assistant Commissioner of Academic & Student Affairs is Dr. Al Rankins.

The Commission on Proprietary Schools and College Registration has welcomed Mr. Otis Stanford as their newest board member.

Dr. Qualls concluded the Academic Affairs Division report.

Technology Report

Mr. Ray Smith of the Information Technology Division presented his report. He is visiting each member of the Strategic Technology Council (STC) on their campuses. He has been to 13 of the 15 colleges. He reported that one of the smallest colleges has three people in their technology unit and they support over 750 computers on their campus. Mr. Smith reported many members of the STC shared their worst-case scenario with him, which are power outages. The STC is requesting to receive priority funding for the purchase of generators where data centers are located. The next STC meeting is September 3. A draft copy of the funding request for the purchase of generators will be forwarded to the MACJC, as well as the SBCJC.

Research and Planning Report

Ms. Mitzy Johnson presented Exhibit F, the annual report of Performance Indicators and Measures. This information is for FY 2009 and is required in statute. She discussed nine topics and the numbers for the past five years, as well as averages.

Legislative Report

Dr. Clark mentioned again that the LBO Hearing is on Wednesday, September 23, 2009, at 1:30.

Finance Report

Mrs. Deborah Gilbert presented the Finance report and referred SBCJC members to the Finance agenda tab.

Attachment 1 is the approval request for the General Fund Disbursements out of Fund 2298 in the amount of \$10,706,893.00, for September 2009.

In a motion made by Mr. Ed Perry and seconded by Mr. Max Huey, the SBCJC Board **voted unanimously** to approve the General Fund Disbursements out of Fund 2298 in the amount of \$10,706,893.00, for September 2009.

Attachment 2 is the approval request for the Education Enhancement Fund Disbursements out of Fund 4080 in the amount of \$2,783,465.00 and Fund 4110 in the amount of \$82,112.00, totaling \$2,865,577.00, effective August 31, 2009.

In a motion made by Mr. Bobby Steinriede and seconded by Mrs. Patricia Dickens, the SBCJC

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Board **voted unanimously** to approve the Education Enhancement Fund Disbursements out of Fund 4080 in the amount of \$2,783,465.00 and Fund 4110 in the amount of \$82,112.00, totaling \$2,865,577.00, effective August 31, 2009.

Attachment 3 is the Update on the Education Enhancement Reductions in FY 2010. This is for informational purposes only and does not require approval.

Attachments 4a and 4b are the Financial Statements for Funds 2291 and Special Funds as of July 31, 2009. This covers the Lapse Period for Fiscal Year 2009. Attachments 4c and 4d are the Financial Statements for Funds 2291 and Special Funds as of July 31, 2009 for Fiscal Year 2009. This is for informational purposes only and does not require approval.

Attachments 5a through 5d are the Purchasing Approval requests for the contracts with MELO, WIN Career Readiness Courseware, Jobs for Mississippi Graduates and IPARADIGMS, LLC. These requests will require approval.

Attachment 5a is the contract approval request between Copiah-Lincoln Community College for Mississippi Electronic Libraries Online (MELO) and MSVCC in the amount of \$60,000.00.

Attachment 5b is the contract approval request for WIN Career Readiness Courseware. This software will be used to promote Workplace Readiness and will be used by the employees and enrolled students of the colleges, ABE programs, and WIN Job Centers (Included 10 trainings, hosting, support and implementation) in the amount of \$34,500.00.

Attachment 5c is the contract approval request between SBCJC and Jobs for Mississippi Graduates (JMG), Inc., to provide dropout prevention and employability skills training to high school students. This is for the period of July 2009 to June 2010 in the amount of \$250,000.00.

Attachment 5d is the contract approval request for IPARADIGMS, LLC. This software allows educational institutions to check student's work for possible textual matches against the Internet. This can be used as a tool for detecting and preventing plagiarism. This is a three-year contract. Year One in FY 2010 would cost \$70,332.08, Year Two in FY 2011 would cost \$65,875.50, and Year Three in FY 2012 would cost \$61,976.02 for a three-total of \$198,183.60.

In a motion made by Mr. Ed Perry and seconded by Mr. Max Huey, the SBCJC Board **voted unanimously** to approve the contract purchasing requests for the contracts with MELO, WIN Career Readiness Courseware, and Jobs for Mississippi Graduates and IPARADIGMS, LLC.

Item six on the Finance Agenda addresses the Budget Requests for FY 2011. Copies of the fifteen community colleges budget requests will soon be available to board members. Also, the LBO Budget Hearing date is scheduled for September 23, 2009.

In Other Business in Finance, Mrs. Gilbert told Board Members that Ms. Samantha Atkinson will provide ARRA training at the September Business Managers meeting on the coast.

Mrs. Gilbert concluded her report.

Travel Authorizations

Chairman Walker asked for requests to authorize travel reimbursements for events other than regularly scheduled Board Meetings.

Chairman Walker said any Board Member who wants to attend the LBO Hearing has authorization.

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In a motion made by Mrs. Patricia Dickens and seconded by Mr. Max Huey, the SBCJC Board **voted unanimously** to approve the travel authorization to attend the September 23, 2009, LBO Hearing.


OTHER BUSINESS

In Other Business, Chairman Walker suggested inviting Commissioner Hank Bounds to attend our September board meeting. Dr. Clark said he would contact Dr. Bounds.

ADJOURNMENT

There being no other business, Chairman Walker adjourned the meeting at 11:30 a.m.

Recorded by:


Missy Saxton, Executive Assistant

Approved by:


Mr. George Walker, Chairman


Dr. Eric Clark, Executive Director

Exhibits:

Executive Director
Career Technical
Workforce
Grants
College Outreach
Academic Affairs
Technology
Research & Planning
Finance Report
Dr. Clark's Handouts & Articles

Exhibits A1-A4
Exhibits B1 & B2
Exhibits C1-C3
Exhibits D1 & D2
Exhibits E1-E3
No Exhibits
No Exhibits
Exhibit F
Separate Agenda